

Total No. of Printed Pages:1

**SUBJECT CODE NO:- C-3002**  
**FACULTY OF COMMERCE AND MANAGEMENT**  
**B.Com S.Y. (Sem-III) (Old) Examination Oct/Nov 2019**  
**English(Comp.) Paper-III**  
**English for Entrepreneurs**

[Time: Two Hours]

[Max.Marks:50]

Please check whether you have got the right question paper.

- i) Attempt all Questions.

Q.1(A) You are a Sales Executive in Bajaj Company, Aurangabad and your company has newly launched a two wheeler. Write a letter to Mr. Joshi to persuade him to buy the two-wheeler, newly launched. 06

OR

You are Mr. Anand Wagh from Osmanpura, Aurangabad. The washing machine you have purchased from 'Best Price Mall' is not working properly. Write a letter of complaint.

(B) You are the secretary of cultural committee of your college. Prepare an agenda for the meeting to be held on 15 Nov 2017 to make preparation for Annual Gathering. 06

OR

As a secretary of 'Language Forum' of your college. Write the minutes of the meeting scheduled on 01 December 2017.

(C) You are applying for the post of Chartered Accountant in 'Global Associates', Prepare your resume with all the details. 06

OR

Write a detailed note on the basic tips for writing covering letter.

Q.2 Answer the following Questions (Any three) 18

- i) How should the temperament be of a 'Man of Business'?
- ii) What are the tools of communication used 'In An Office'?
- iii) Write a note on the message behind 'When Ideas Make Money'.
- iv) Describe how Sudha Murty's – interview at Telco progressed.
- v) Recount the success story of 'Hotmail'.

Q.3A) Underline the Subordinate clauses in the following sentences 08

- i) I get what I want.
- ii) When I went to him, he was - watching T.V.
- iii) I don't know about him – because I was absent.
- iv) He wore the white shirt which his grandmother gave him.

B) Use appropriate punctuations and capital letters in the following sentences 06

- i) no i said i don't like tea.
- ii) pass the salt please.
- iii) people cried catch him.